

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**DEVELOPMENT REVIEW SPECIALIST II
PLANNING AND DEVELOPMENT DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs development review, permitting, and inspections relating to the City of Asheville Code of Ordinances, Unified Development Ordinance, and other land development regulations for the City's Planning and Development Department. The employee reports directly to the Senior Planner.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for reviewing and approving a wide variety of land development permit applications including larger commercial and multi-family residential projects and subdivisions. This work involves assisting the general public with various forms and applications pertaining to proper land use and zoning, reviewing and coordinating the review of such applications, and presenting such applications to various City boards and commissions. Independent judgment and initiative must be exercised in determining if zoning and/or land use ordinance requirements are met and in performing various duties as assigned. Considerable tact and firmness are required when dealing with property owners and the general public on land development ordinance matters. Work is performed with considerable independence under limited supervision of the Senior Planner. The position is evaluated through conferences and assessment of progress toward program goals and objectives.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Accepts and reviews permit applications for Level I, II & III development projects and subdivisions; prepares and issues land zoning permits for these uses.

Answers questions pertaining to land development ordinances by telephone and in person; responds to complaints.

Conducts field inspections for land development projects; informs landowners of final approvals or necessary corrections.

Provides technical assistance to other City departments.

Attends public meetings; prepares and makes public presentations.

Maintains records and prepares periodic and special reports; prepares a variety of correspondence.

Coordinates development review activities with a variety of professional and paraprofessional positions in the department.

May supervise the work of Development Review Specialist I, clerical, and support positions.

ADDITIONAL JOB FUNCTIONS

Performs related work assignments as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of City land development ordinances and regulations, including those pertaining to land use and development.

Working knowledge of legal procedures relating to the permitting of uses, zoning laws, and local development ordinances.

Working knowledge of the principles and practices of urban planning.

Working knowledge of research, permitting, and reporting techniques.

Working knowledge of the current literature, trends, and developments in the fields of planning and zoning.

Working knowledge of the geographical layout of the City of Asheville and surrounding areas under City jurisdiction.

Ability to interpret land development ordinances and regulations, and to apply them equitably when issuing permits and conducting inspections.

Ability to interpret blueprints, diagrams and specifications.

Ability to deal tactfully and firmly with property owners, architects, engineers, developers, contractors, and the general public.

Ability to express ideas effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments, including supervision of subordinate employees as assigned.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school, with an associate's or bachelor's degree in urban planning or a related field preferred, supplemented by at least five years of training and experience in development review, design, zoning, or development inspection work; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Membership in the American Planning Association and Zoning Official Certification from the North Carolina Association of Zoning Officials (NCAZO) must be annually maintained. Employee must possess a valid driver's license issued by the State of North Carolina.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works, including the use of appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

August, 2004
Salary Grade 18
Non-Exempt